

**MEETING OF THE CITY OF RUSHVILLE
BOARD OF PUBLIC WORKS AND SAFETY
JANUARY 20, 2015
5:30 P.M.**

CALL TO ORDER: The Board of Public Works and Safety met on the above date and time at 270 West 15th Street, Rushville, Indiana. Mayor Pavey called the meeting to order at 5:30 p.m.

ROLL CALL: Board members, Gary Cameron, Darrin McGowan, and Ron Jarman answered roll call. Member, Dr. John Williams, was not present. Also present was City Attorney, Julie Newhouse.

MINUTES: Minutes of the January 6, 2015 meeting were presented for approval. Cameron made a motion to approve the minutes as presented. McGowan seconded the motion. Motion carried.

MAYOR'S REPORT: None.

CLERK-TREASURER'S REPORT: Copley passed out a copy of the Personnel Policy Handbook to the board members and informed the Department Heads that she would call them when theirs were ready to be picked up.

DEPARTMENT HEAD REPORTS:

Fire – Chief Jenkins handed out December and year-end reports for both EMS and fire.

Jenkins said he is looking into a supplemental reimbursement of Medicaid money. He said he will give more information as he receives it. He also reported that there was a 1.5% cost of living increase in Medicaid.

Currently he has 4 full-time and 1 on call employees training for ALS. They will complete their training in April.

Police – Chief Tucker said they would like to purchase new rifles. He asked the Board for permission to apply for a grant through the Rush County Community Foundation. McGowan made a motion to submit the application for a grant with the RCCF to assist in the purchase of the rifles. Jarman seconded the motion. Motion carried.

CITIZEN CONCERNS/COMMENTS: None.

UNFINISHED BUSINESS:

1. **Policy and Procedure Manual** –
2. **Technical Manual** – Cameron said he has received a rough draft. He is making changes to the draft.

3. **Pool Repair Scope of Work Determination** – There will be a meeting on the 26th with the engineer.
4. **Cherry Street Extension INDOT Review** – The contract request information has been sent back to INDOT.
5. **Blight Elimination Program** – There was a public hearing and we had the first advertisement. We did not receive any response from that. Chief Jenkins took someone through the building that seems to have some interest.
6. **Contract for Services – City Donations** – Nine contracts have been mailed and four have been returned.

NEW BUSINESS:

1. **Contract – Legal** – Pavey stated that he has met with the Newhouse's. We are trying to figure out how we want to approach the contract. If any board member would like to be involved in the process they are welcome to contact the Mayor
2. **Police Conditional Offer of Employment** – Chief Tucker said the final 3 candidates were interviewed and asked for a recommendation from the Board. Cameron made a motion to give a conditional offer of employment to Kaitlyn Smith. McGowan seconded the motion. Motion carried.
3. **North Sexton Street Dedication** – The school has gone through their process. Cameron made a motion to approve the street dedication. Jarman seconded the motion. Motion carried.
4. **Parks Board Master Plan – Keiser Consulting** – Cameron moved to approve the contract with Keiser in the amount of \$5,000.00. McGowan seconded the motion. Motion carried.
5. **Dispatcher/Fire Arms** – Chief Tucker said he received a request from the dispatchers to be armed while working their shift. He asked the Board to consider the matter. He did not ask for a decision today.
6. **Start Date/PERF/Benefits-New Hire** – Chief Jenkins said one of his new hires began working January 3rd. He believed the employee had been approved by PERF, but was not due to the correct paperwork not being received by PERF. The employee has continued to work basically as an EMS employee. Jenkins asked the Board if they would allow the 90 day probation period to begin January 3 even though his PERF date for retirement would reflect the date as approved by PERF. Cameron made a motion to approve the date of 1/3/15 as the employee's start date for probation and benefits

other than PERF. McGowan seconded the motion. Motion carried. Clerk-Treasurer Copley requested that in the future she be contacted before the employee begins employment to verify that approval has been received from PERF.

7. **Formal Benefits Process** – Mayor Pavey said that it will be mandatory for all full time employees to have a meeting before beginning employment with Human Resources. McGowan made a motion to follow a formal benefit process with HR for all full time employees. Jarman seconded the motion. Motion carried.

ADJOURN: There was no further business to come before the Board; Jarman made a motion to adjourn. Cameron seconded the motion. The meeting adjourned at 5:57 p.m.